

Section III – Annex 10 – Incident Specific Pre-Plans

Medical Emergency Pre-plan

1. All plant emergency victims requiring first aid treatment should be brought to the designated First Aid Center in the Administration Building. Use the North entrance marked "Medical Department".

(NOTE: In the event of a death, the victim must not be moved until the Coroner grants permission. (See *Sauget Policies and Procedures Manual*, "Death on Company Premises" procedure for details.)

2. The First Aid (Triage) Coordinator will classify and tag victims as Class I, II, III or IV cases.
3. Distribute Disaster tag forms as follows:
 - ☐ Yellow copy: Incident Commander or designee
 - ☐ White copy: Triage Coordinator
 - ☐ White Treatment copy: Attach to Victim

4. Transport victims to following areas based on classification:

<u>Victim Classification</u>		<u>Treatment Location</u>
Class I	Urgent	Medical Department – Admin Bld.
Class II	Semi-Urgent	Medical Department – Admin Bld.
Class III	Ambulatory or Minor	Conference Room B – Admin Bld.
Class IV	Little Chance of Survival	Medical Department – Admin Bld.

5. The First Aid Team will treat victims according to their Triage classification. Class I injuries will be treated first followed by Class II and III injuries.
6. Ambulances will stage and pick-up patients at the base of the ramp at the entrance to the Medical Department (Northwest corner of the Administration Building)

Next of Kin Notification

(NOTE: If the emergency involves large numbers of injured, consider activating the Crisis Communications Plan (CCP). The CCP contains detailed procedures for tracking injured and notifying families).

1. The Area Manager is responsible for contacting kin regarding injuries to employees.
2. Names of injured employees **shall not be** given to the news media prior to notification of next of kin.
3. A list of "Emergency Contacts" for all employees is maintained by the Human Resources. Bound copies are located in:
 - ☐ HR Manager's office
 - ☐ HR Technician's office
 - ☐ Off-Shift Supervisor's office (Primary EOC)
 - ☐ Plant Manager's secretary office

4. The Plant Nurse/Lab Technicians are responsible tracking which hospital the injured employees were

sent.

5. The Operations Manager and/or designated member of the Emergency Coordination team member is responsible for providing the hospital follow-up information on the victim and supporting information that could assist the hospital treat the victim (i.e. MSDS sheets, etc.).

Definitions

Triage - Triage is a French word that means "to sort". When applied to trauma, triage is a means of providing the greatest good for the greatest number. Whenever more than one injured person is encountered, a decision must be made about the priority of the care.

In triage care, patients are divided into four categories: Class I (P-1) - immediate; Class II (P-2) - semi-urgent; Class III (P-3) - ambulatory or minor, and Class IV (P-0) - little chance of survival.

Class I Victims - must be treated within a few minutes or else death or further injury will result. This category would include patients with respiratory insufficiency or arrest, acute cardiac failure or arrest and severe hemorrhage and/or shock.

Class II Victims - have serious but not immediate life-threatening injuries. Examples would include major fractures without shock, facial fractures without airway problems, eye injuries, etc. These patients require definitive treatment within a period of 30 minutes to two hours.

Class III Victims - are ambulatory patients with minor injuries apparent. These patients may have lacerations or abrasions and be somewhat dazed. A physician should check them but their care can wait until more serious patients have received medical attention.

Class IV Victims - patients with injuries so massive that their chances for survival, even with immediate and maximal care, would be slim. This classification is only used in massive disaster situations.

First Aid Center - The Medical Department is the designated First Aid Center in the event of an emergency requiring plant evacuation.

- The South Parking Lot is designated as the alternate First Aid Center if the Administration Building is unsafe to enter.

First Aid Coordinator - The plant nurse will be the First Aid Coordinator in the event of a plant emergency requiring extensive first aid treatment.

The nurse will:

1. Assign first aid care responsibilities to members of First Aid Team; and
2. Classify victims' injuries into Classes I to IV.

A Quality Control Laboratory Technician will act as First Aid (Triage) Coordinator in the event that the plant nurse is not available (evenings or weekends).

First Aid Team - Quality Control Laboratory Technicians on rotating shift assignments and all Off-Shift Supervisors are trained in First Aid procedures. These personnel are designated to dispense first aid assistance in the event of a plant emergency.